

HOW DO I ... Use the Online Directory?

How do I find the Directory?

If you are not currently logged in to the Lakeview Academy web site, do so, (via “My Page” located on the bottom left of the Home Page or the “Sign In” box in the top left of any interior page). Once logged in, click on “Directory” in the left-hand navigation (gray box).

How is the Directory structured?

There are currently four separate directories listed across the top of the page:

- All School
- Alumni
- Faculty and Staff
- Parent
- Student

Click on the directory you wish to search. The directory you are in will appear in bold black type; the others will be “greyed out” links.

How do I find someone in the Directory?

To find an individual, simply type all or part of that person's name into the “Find” box:

Everyone in the directory with that name (either first or last) will appear below the search box. Basic publishable information will appear in the box under a person's name.

What are the “View Profile,” “My Contacts,” and “Relationship” boxes?

- **View Profile** goes to a detail screen showing additional publishable information about the individual.
- **My Contacts** gives you the ability to add the individual to a list of your frequent contacts. This list appears in the left-hand navigation and will also appear on handheld devices on www.lakeviewacademy.com/mobile upon log in.
- **Relationship** provides links to profile information for those related to the individual (e.g., the parent(s) of a given student).

How do I use the filters on the right side of the Directory?

Simply click in the box next to the grouping you wish to display (e.g., grade 11), and all members of that group will show. Click on the “Show More” box if you don't see what you need. You may also use multiple filters (e.g., students in grade 9 who live in Gainesville or whose teacher is Mrs. Doe).

Can I print the Directory, or a part of the Directory?

Yes. Simply click on the “Print” button under the “Find” box. Several different print options will appear:

- **Current Search Results** will provide a pdf with the grouping for which you searched (e.g., all students in Grade 6 or all students in grade 9 who live in Gainesville)
- **Full Individual Style Directory** will provide an alphabetical listing of all individuals in the entire Directory.
- **Full Family Style Directory** will provide a listing by student name, with parent information, as well as cross listings for parent(s) with names that are not the same as their student(s). *Listings in this Directory read across the page and then down.*

Please Note:

- The Directory files are large and will take several minutes to load for printing. Please be patient.
- The Directory is updated every evening; a print document is static so once you print it, it will not necessarily contain the most recent information available.

What do I do if my Directory information is not correct?

See the answer to the next question

How do I select what profile information will be shared in the Directory?

To change your profile information, click “Edit My Profile” link located under the section “My Profile” on the “MY PAGE” portal, (look at the top of each page to access or at the bottom of the home screen). This will take you to My PackPack where you can update your information and publication settings in Biography.

I've updated my profile, so why is the old information still showing in the Directory?

Typically, updates to the profile are completed each night and available the next day.

May I share the information I find in the Directory?

The directory is provided for the convenience of Academy students, faculty and staff, and their families and is to be used exclusively by members of the Academy community for school-related purposes only. Commercial, promotional, or political uses, whether by members of the Academy community or those outside it, are unacceptable.

What should I do if I have questions about the Directory?

Please contact the school registrar, Marie Chandler, at marie.chandler@lakeviewacademy.com or 770-531-2631 or the Communication Director, Sondra Berry at communication@lakeviewacademy.com or 770-531-2609.